

Town of Williams Creek

Minutes – Town Council meeting Monday, June 13, 2016  
Hollyhock Hill Restaurant

Attendance:

Present:

Maureen Burger, Town Council President  
Michael Wernke, Town Council Member  
Matt Neff, Town Council Member  
Allen Kasper, Town Marshall  
Bob Parrin, Clerk-Treasurer  
Ted Dawson, Town Council Member  
Steve Moss, Town Council Member

Others present:

R. Dickinson  
G. Scott  
B. Scott  
B. Batt  
K. Kothe  
K. Kennedy  
D. Foglesong

Agenda and discussion:

1 . M. Burger called the meeting to order at 7:30pm. A quorum was reached with all five council members present.

2. M. Burger asked for comments and a motion to approve the meeting minutes of April 11, 2016. On a motion by T. Dawson, seconded by M. Neff, a unanimous vote approved the minutes as written. M. Burger asked for comments and a motion to approve the Strategic Planning meeting minutes of May 2, 2016. On a motion by S. Moss, seconded by M. Wernke, a unanimous vote approved the minutes as written.

3. R. Parrin reviewed the May 31, 2016 financial report. Cash balances are good and as expected. The 2017 budgeting process begins in June. A proposal will be presented to the Council at the next meeting.

4. A. Kasper advised about the recent home burglary in Town and two others in Meridian Hills. Two were second floor entries. Discussion followed and advice was given to harden the targets. Al maintains his open invitation to all residents to perform a security survey and recommendations on residents' homes.

5. M. Burger read Ordinance 16-01 Internal Controls and asked for comment. There being none, a motion to approve was made by M. Neff, seconded by S. Moss the ordinance was adopted by unanimous vote.

M. Burger read Ordinance 16-01 Appendix A Internal Controls Policy and asked for comment. S. Moss agreed that the simplified version as presented was appropriate for a Town of our size. M. Burger mentioned that oversight of the financial processes was the responsibility of the Council. She asked for a motion to approve and a motion to approve was made by M. Wernke, seconded by S. Moss the ordinance appendix was adopted by unanimous vote.

R. Parrin provided training materials to the Council members and Town marshal and requested that all submit a certification form to him when training is completed.

6. M. Wernke introduced the Community Crossings Matching Grant Fund Program as a possibility to obtain funds for Town road work. Application would require that the Town adopt an INDOT approved transportation asset management plan, the scope and cost of work to be done and formal application to INDOT. R. Parrin mentioned that funds for the work to be matched can only come from LOIT, Wheel/surtax and Rainy Day funds. The Council agreed that the Town should proceed with making an application.

The subject of road repairs and ROW improvements to repair construction damage at 675 Forest was discussed. M. Burger will approach the builder or owner about the required work.

7. A report by the Safety and Security committee was made. M. Neff presented a proposal by Nelson Security concerning a security camera system at the seven Town entrances. Estimated cost is \$229k. T. Dawson has asked for a proposal from Tri-phase by July 1. R. Parrin will ask the same of the lighting supplier, Sternberg. Such a system could fill the need for a multi-layer security program within the Town.

An open discussion by all attendees followed on the subject of security. The Council approached IMPD concerning a neighborhood watch program. T. Dawson will take the lead to use IMPD resources to define and implement the program.

8. Reports were made by the Sense of Place committee.

S. Moss advised that he and other council members have been soliciting verifications and revisions to the listings in the Town directory. He should be able to establish a publication date by the August Council meeting, with publication of an updated directory shortly thereafter. He will advise if two cell numbers and email addresses can be added using the current format.

M. Burger confirmed that the private road for the High Drive development has been relocated to the western edge of the land so one of the variances will not be required. The developer is preparing a list of commitments for the property that will be included in the submission to the MDC. It is likely that another continuance will be requested.

A. Kasper mentioned that one of our deputies will be migrating the Town's web site to a new host. This will allow the use of .gov email addresses by Town officials. R. Parrin suggested that the Town survey residents on what additional features they would like on the site particularly if it includes a user ID/password protected section.

9. New business: R. Parrin requested that the Council approve an expenditure to replace the sign post at Forest and Sycamore damaged by a motorist. On a motion by S. Moss, seconded by T. Dawson the Council unanimously approved an expenditure of up to \$750 for the purchase and installation of a new post.

There being no further business, on a motion to adjourn by M. Neff and seconded by T. Dawson, the meeting was adjourned.

The next meeting of the Town Council is scheduled for Monday, August 8, 2016 at 7:30 PM in Holly Hock Hill restaurant.

Minutes recorded by R. Parrin, Town Clerk-Treasurer